STATE of ARIZONA

Government Information Technology Agency	**Statewide STANDARD**	**TITLE: Backups**
	P800-S870 Rev 1.0	**Effective Date: April 5, 2004**

1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))) including the adoption of statewide technical, coordination, and security standards (A.R.S. § 41-3504(A (1(a)))).

2. PURPOSE

This standard defines budget unit responsibilities for backups of system and user software and information.

3. SCOPE

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. STANDARD

Meeting the following requirements ensures that budget units will be able to recover from interruptions in service in a timely manner and to restore critical information and services.

4.1. FREQUENCY: Backups shall be taken periodically using a defined cycle, as determined by the budget unit, frequently enough to meet the time-criticality of budget unit business processes, business continuity plans (as defined in *Statewide Standard P800-S865, Business Continuity/Disaster Recovery Plan (BCDR)*), as well as legal, regulatory, and contractual obligations. The frequency and depth of backups shall be based on defined business requirements of the budget unit.

4.2. MEDIA: Backup media types (disks, RAID storage, optical archive, tape, etc.) shall be selected based on budget unit business requirements, including business continuity planning for critical services, and regulatory obligations relative to permanence of data/information.

4.3. METHOD: Budget units shall use automated back-up management software to perform the backups on designated systems.

4.4. STORAGE OF REMOVABLE MEDIA: Backups require the same controls as the original data being backed up.

- Backups of mission-critical data shall be stored in a secured, offsite location. See *Statewide Standard P800-S865 Business Continuity/Disaster Recovery Plan (BCDR)*, for additional requirements.
- Access to backups of mission critical data shall be limited to budget unit personnel authorized to handle the most sensitive data being backed up.
- Backups shall be clearly and consistently labeled to facilitate restoration and testing and to guard against mishandling, loss, or accidental overwriting.
- Media shall be stored in compliance with manufacturer's storage requirements.
- Backups shall be transported to designated storage locations by personnel authorized by the budget unit.

4.5. CONTENT OF BACKUPS: Backups shall include all operating system software, application software, related software, utilities, etc., necessary to configure and restore critical information and services.

4.6. PROCEDURES: Procedures shall be established and documented within the budget unit for performing backups, transporting media, and testing backup media. Procedures shall include event logs.

4.7. TESTING: Backups shall be tested on a regular basis, determined and documented by the budget unit, for restorability, recoverability, and to ensure that restored information has not been compromised.

5. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the GITA website at http://www.azgita.gov/policies_standards/ for definitions and abbreviations.

6. REFERENCES

6.1. A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
6.2. A. R. S. § 41-1335 ((A (6 & 7))),"State Agency Information."
6.3. A. R. S. § 41-1339 (A),"Depository of State Archives."
6.4. A. R. S. § 41-1461, "Definitions."
6.5. A. R. S. § 41-1463, "Discrimination; unlawful practices; definition."
6.6. A. R. S. § 41-1492 et seq., "Prohibition of Discrimination by Public Entities."
6.7. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
6.8. A. R. S. § 41-3501, "Definitions."
6.9. A. R. S. § 41-3504, "Powers and Duties of the Agency."

6.10. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
6.11. A. R. S. § 44-7041, "Governmental Electronic Records."
6.12. Arizona Administrative Code, Title 2, Chapter 7, "Department of Administration Finance Division, Purchasing Office."
6.13. Arizona Administrative Code, Title 2, Chapter 10, "Department of Administration Risk Management Section."
6.14. Arizona Administrative Code, Title 2, Chapter 18, "Government Information Technology Agency."
6.15. Statewide Policy P100, Information Technology.
6.16. Statewide Policy P800, IT Security.
    6.16.1. Statewide Standard P800-S865, Business Continuity/Disaster Recovery Plan (BCDR).
6.17. State of Arizona Target Security Architecture, http://www.azgita.gov/enterprise_architecture.

7. ATTACHMENTS

None.